

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3254 **TITLE:** SOCIAL SERVICES SPECIALIST III **GRADE:** S-25

DEFINITION:

Under general supervision, performs complex social casework services; and/or assists the unit supervisor with providing technical guidance and training to staff; and/or serves as a policy expert in an area of social work specialization; and/or oversees and coordinates a program or project; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from the Social Services Supervisor in that the Social Services Supervisor directs the work and day-to-day activities of a group of professional social service specialist whereas the Social Services Specialist III performs more complex social casework and/or assists the unit supervisor with providing guidance and training to staff, and/or serves as policy expert in an area of social work specialization, and/or oversees and coordinates a program or project. It is distinguished from the Social Services Specialist II in that the Social Services Specialist II works independently to perform the full range of journey level professional social casework services.

ILLUSTRATIVE DUTIES:

Contributes to the development of protocols, policies, procedures, grants and contracts for a social services program, department, and other entities.

Manages service contracts and provide and directs other contract related functions.

Assists the supervisor in planning and carrying out training for new staff, providing guidance to staff, may directly supervise staff, and covers for the supervisor in their absence.

Serves as a policy expert in an area of social work specialization.

Coordinates or oversees the daily activities of a program or project to include staff supervision, oversight of administrative functions/requirements associated with the program or project, evaluation of the program or project for its impact/effectiveness, and making recommendations for changes or improvements.

Conducts comprehensive clinical assessments and prepares and implements service plans.

Works with clients to develop a plan of service to meet social, health, emotional and economic needs. With the client, formulates objectives and identifies actions to resolve the clients' problems.

Conducts home visits to families for the purpose of monitoring, counseling and supervision.

Provides crisis intervention on a timely basis to clients or families whose well being is seriously and immediately threatened to include Child Protective Services after-hours.

Conducts mediation services to families in conflict.

Investigates allegations of abuse and neglect of children, elderly persons and incapacitated adults who live in the community and institutional facilities.

Makes assessment of risks posed to clients in accordance with state and local policies, and works to ensure risks are eliminated or minimized.

Performs emergency removal of children from their homes when required, places children in foster homes and residential programs, and coordinates services for them as needed.

Represents the agency in court proceedings; prepares testimony and testifies in Juvenile, Circuit, Criminal, Civil and Federal Courts.

Interviews and counsels natural parents, adoptive parents, foster parents and children to be placed in foster homes or residential facilities and those involved in adoption placement.

Evaluates child's readiness for placement and recommends placement insuring compliance with legal provisions.

Conducts and documents interstate and intrastate family home studies to evaluate and make recommendations as to families' ability to provide a safe and nurturing environment for children.

Evaluates and trains foster and adoptive parents.

Works with the community to identify families, children and individuals needing services and to coordinate these services using a wrap-around approach.

Advocates and assists families and individuals in obtaining services (e.g., mental health, mental retardation, alcohol and drug, housing referrals, home based services, training and medical services).

Communicates and works with colleagues, clients and the community in a manner that supports the agency and program goals and objectives.

Participates as a contributing member on interagency, multi-disciplinary teams, community groups and professional organizations.

Collaborates and contributes to child specific teams on non-agency cases as assigned to assist in identifying community resources and services for families. Assess eligibility for foster care protect/prevent funds.

Participates, collaborates and contributes to Comprehensive Services Act activities for families on caseload.

Provides training and education on a variety of social work topics.

Recruits volunteers and manages volunteer services.

Uses automated technology and hard copy files to maintain and update case data, notes, documents, records, contacts and summaries of information.

Manages and maintains program data and outcomes.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles and practices of social work.

Thorough knowledge of current social service problems and methods/approaches to address issues.

Thorough knowledge of regulations and guidelines relating to the assigned area of social service specialization.

Knowledge of casework supervision practices and procedures.

Ability to analyze case information and to reach sound decisions on the basis of such information.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to use automated technology to establish and maintain case records.

Ability to maintain professional ethics and confidentiality of client information.

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to schedule and manage workload sufficiently to meet deadlines.

Ability to provide guidance, direction, supervision and coaching to less experienced staff.

Ability to provide management and oversight of a program or project.

EMPLOYMENT STANDARDS:

Graduation from an accredited four-year college or university with a bachelor's degree, plus three years of professional social work experience. A Master's degree in a related field may be substituted for one year of the required experience.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

New County employees must satisfactorily complete a criminal background check and a check of the Child Protective Services Registry.

Driver's license or ability to efficiently access other means of transportation in order to visit clients in their homes and to meet with community service providers.

Some positions may require oral and written bilingual competency in English and a second language.

RETITLED:	July 1, 2013
REGRADED:	August 23, 2010
REGRADED:	July 1, 2005
REVISED:	June 17, 2005
REVISED:	April 9, 1984